

## DEPARTMENT OF TRANSPORTATION

The list of guidance documents submitted by the Virginia Department of Transportation (VDOT) is subdivided by the program that issued or has custody of the document. VDOT has indicated a URL for documents that are available online.

Because many of VDOT's guidance documents have unique viewing locations and contact information for copies and questions, this information is provided separately for each document or group of documents following the title of the document or documents.

### FINANCE/PROGRAMMING

**Guidance Documents:** VDOT Info & Service: VDOT Budget and Supplement  
Interprets/implements: §33.1-12 (9), Code of Virginia

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-6065 or faxing (804) 786-2564.

Questions regarding interpretation or implementation of the documents may be directed to John W. Lawson, Director of Financial Planning, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-2454, FAX (804) 786-2564, or e-mail [john.lawson@vdot.virginia.gov](mailto:john.lawson@vdot.virginia.gov).

The Commonwealth Transportation Fund and the Virginia Department of Transportation Annual Budget are prepared annually and approved by the CTB by July 1 of each year as required by the Code of Virginia, §33.1-12 (9). These items may also be viewed at the VDOT website at the following address:  
[http://www.virginiadot.org/about/vdot\\_budget.asp](http://www.virginiadot.org/about/vdot_budget.asp)

**Guidance Document:** Virginia Six-Year Improvement Program, adopted June 18, 2009  
Interprets/implements: §33.1-12 (9), Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, as well as each of the nine construction district offices across the state. The Virginia Transportation Six-Year Program (SYP) may also be viewed on the Internet at <http://www.virginiadot.org/projects/syp-default.asp>

Questions regarding interpretation or implementation of this document may be directed to the Programming Division Administrator at (804) 786-2741 or FAX (804) 371-8719.

### PRELIMINARY ENGINEERING

**Guidance Document:** Road Design Manual, revised October 2009

Interprets/implements: Access Management Regulations: Principle Arterials (24 VAC 30-72), Access Management Regulations: Minor Arterials, Collectors, and Local Streets (24 VAC 30-73), Subdivision Street Requirements (24 VAC 30-91), Secondary Street Acceptance Requirements (24 VAC 30-92)

This document is available electronically from the VDOT Public Website at the following address: <http://www.virginiadot.org/business/locdes/rdmanual-index.asp>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** VDOT Policy Manual for Public Participation in Transportation Projects, revised January 2007  
Interprets/implements: §33.1-18, Code of Virginia

This document is available electronically from the VDOT Public Website at the following address: <http://www.virginiadot.org/business/locdes/Manuals.asp>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** Instructional and Informational Memorandum IIM-LD-55, Curb Ramps and Sidewalks, revised July 29, 2009  
Interprets/implements: § 15.2-2021, Code of Virginia

This document is available electronically from the VDOT Public Website at the following address: <http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/iim/IIM55.pdf>

Questions regarding interpretation or implementation of this document may be directed to the Location and Design Policies and Procedures Section Manager at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-8287, or FAX (804) 786-9311.

**Guidance Document:** Guidance Document for Determination of Certain Financial Benefits For Displacees, effective November 21, 2001, Rev. July 1, 2006  
Interprets/implements: Rules and Regulations Governing Relocation Assistance (24VAC30-41)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified

charge for excess copies by contacting David A. Schneider, State Acquisitions Manager, at the same address, telephone (804) 786-2923 or FAX (804) 786-1706.

**Guidance Document:** Commonwealth of Virginia Public-Private Transportation Act of 1995 (as amended) Implementation Guidelines, revised October 31, 2005 (Addendum issued December 5, 2008)

Interprets/implements: §56-556 et seq., Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge at the same address or by calling (804) 786-1103 or faxing (804) 786-7221. This document is also accessible via the Internet from the following addresses: <http://www.virginiadot.org/business/ppta-Guidelines.asp>

Questions regarding interpretation or implementation of the Public-Private Transportation Act Guidelines may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

**Guidance Document:** Design-Build Procurement Manual, January 1, 2007

Interprets/implements: §33.1-12 (2)(b), Code of Virginia

**Guidance Document:** Minimum Requirements for QA/QC on Design Build & Public-Private Transportation Act Projects, August 2008

Interprets/implements: §33.1-12 (2)(b) and §56-556 et seq., Code of Virginia

**Guidance Document:** Guidelines for Evaluation of Design-Build Proposals, Revised February 13, 2009

Interprets/implements: §33.1-12 (2)(b), Code of Virginia

Design-Build documents are available at: <http://www.virginiadot.org/business/design-build.asp>

Questions regarding interpretation or implementation of these documents may be directed to Thomas W. Pelnik, III, P.E., Director, Innovative Project Delivery Division, 1401 E. Broad St., Richmond VA 23219, telephone (804) 786-1103, FAX 786-7221, or e-mail [thomas.pelnik@vdot.virginia.gov](mailto:thomas.pelnik@vdot.virginia.gov).

## **PROJECT DELIVERY**

**Guidance Document:** VDOT Post Construction Manual (Imperial and Metric), revised January 2009, no charge

**Guidance Document:** VDOT Construction and Maintenance Claims and Notice of Intent to File Claim (NOI) Manual, revised May 2006, no charge

**Guidance Document:** VDOT Emergency Contract Manual, revised May 2008, no charge

**Guidance Document:** VDOT 2005 Construction Manual, revised July 2008, \$11, no charge from Internet

**Guidance Document:** VDOT Construction Phase Inspection Manual, revised April 2008, no charge (also available at [http://www.virginiadot.org/business/resources/const/Inspection\\_Manual.pdf](http://www.virginiadot.org/business/resources/const/Inspection_Manual.pdf))

**Guidance Document:** VDOT Special Advertisement and Award Process Manual, revised April 2001, no charge

**Guidance Document:** VDOT Road and Bridge Specifications, revised July 2009, \$10, no charge from Internet (<http://www.virginiadot.org/business/const/spec-default.asp>)

**Guidance Document:** VDOT Value Engineering Program Administration Manual, revised October 24, 2008, Code of Virginia, §33.1-190.1, no charge

**Guidance Document:** VDOT Construction Directive Memoranda, issued 1994 – present, no charge from Internet (<http://www.virginiadot.org/business/const/resources-cdmemolist07-10.asp>). Each memorandum is generally two pages or less in length and pertains to construction activities such as documentation requirements, design guidelines, specification interpretation, and contractual issues. Memoranda are revised, rescinded, or issued throughout the year, generally every two or three months.

These documents interpret/implement: §33.1-13, Code of Virginia.

Documents and information regarding programs referenced in this entry are accessible from the Virginia Department of Transportation website at: <http://www.virginiadot.org/business/local-assistance.asp>

Copies of the documents may be viewed during regular work days from 8:15 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at the specified cost by contacting the same address, telephone (804) 225-3292, or FAX (804) 786-7778.

Questions regarding interpretation or implementation of these documents may be directed to the same address, telephone, and FAX numbers given above.

The documents above are issued pursuant to §33.1-13 of the Code of Virginia. The Post Construction Manual, 2005 Construction Manual, and the Instructional Memoranda (listed under the “Location & Design” category) are available at the following Internet address: <http://www.virginiadot.org/business/manuals-default.asp>

**Guidance Document:** Economic Development Access Program Guide, revised September 2009

Interprets/implements: §33.1-221, Code of Virginia, Economic Development Access Fund Policy (24VAC30-271)

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained either free of charge or at a specified charge for excess copies by contacting W.R. Dandridge, Program Manager, at the same address, telephone (804) 786-2743 (or Hugh W. Adams, Program Supervisor, telephone (804) 786-2744), or FAX (804) 786-2603. This document may also be accessed at: <http://www.virginiadot.org/business/local-assistance.asp>

**Guidance Document:** Enhancement Program Procedure Manual, October 2009  
Interprets/implements: §33.1-12 (9) and (11), Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. This document may also be accessed at:  
[http://www.virginiadot.org/business/resources/local\\_assistance/2009\\_Enhancement\\_Manual2.pdf](http://www.virginiadot.org/business/resources/local_assistance/2009_Enhancement_Manual2.pdf)

For more information on this program or to obtain a copy of the application packet, please contact the Transportation Enhancement Program Staff at 1-800-444-7832 or (804) 786-2264, FAX (804) 786-2603, or e-mail [h.chenault@vdot.virginia.gov](mailto:h.chenault@vdot.virginia.gov) or [pamela.liston@vdot.virginia.gov](mailto:pamela.liston@vdot.virginia.gov).

**Guidance Document:** Urban Construction Initiative Program Administration Guide, October 2009  
Interprets/implements: §33.1-23.3, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219.

Copies may be obtained either free of charge or at a specified charge for excess copies by contacting Cindy Clark at the same address, telephone (804) 371-6289. This document may also be accessed at:  
[http://www.virginiadot.org/business/resources/local\\_assistance/UCI/UCI\\_Guide\\_Update\\_09\\_final.pdf](http://www.virginiadot.org/business/resources/local_assistance/UCI/UCI_Guide_Update_09_final.pdf)

Questions regarding interpretation or implementation of this document may be directed to Cindy Clark at the same address and telephone number given above.

**Guidance Document:** Urban Construction and Maintenance Program (Urban Manual): Policies and Guidelines, January 2007

[http://www.virginiadot.org/business/resources/Urban\\_Manual\\_1-1-07\\_Final.pdf](http://www.virginiadot.org/business/resources/Urban_Manual_1-1-07_Final.pdf)

Interprets/implements: Urban Maintenance and Construction Policy (24VAC30-325)

**Guidance Document:** Revenue Sharing Program Guide, 2008

[http://www.virginiadot.org/business/resources/local\\_assistance/Revenue\\_Sharing\\_Guide\\_2008.pdf](http://www.virginiadot.org/business/resources/local_assistance/Revenue_Sharing_Guide_2008.pdf)

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281)

**Guidance Document:** Locally Administered Projects Manual, July 2009

[http://www.virginiadot.org/business/locally\\_administered\\_projects\\_manual.asp](http://www.virginiadot.org/business/locally_administered_projects_manual.asp)

Interprets/implements: Revenue-Sharing Program Policy (24VAC30-281), §§33.1-12 and 33.1-75.3, Code of Virginia

Copies of the above documents may be viewed during regular work days from 8 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the same address, telephone (804) 786-0334, or FAX (804) 371-0847. These documents may also be accessed via the websites provided below.

Questions regarding interpretation or implementation of these documents may be directed to Jennifer B. Debruhl, Assistant Division Administrator, at the same address, telephone number, and FAX number given above.

## **MAINTENANCE AND OPERATIONS**

### **Guidance Documents:**

Maintenance Best Practices Manual (July 30, 2009):

Abandoned Vehicles on the Right-of-Way (Section 6.6.5), Code of Virginia §46.2-1210

Budgets (Chapter 3), Code of Virginia §§33.1-23.02 (B) and 33.1-23.1(B)

Contracts (Chapter 4), Code of Virginia §§2.2-4301, 2.2-4303, 33.1-12 (2), and 33.1-190

Dead Animal Removal (Section 11.5.2), Code of Virginia §18.2-323

Debris on Highway or Roadside (Section 11.5.3), Code of Virginia §§10.1-1424, 18.2-324, and 33.1-346

Drainage (Chapter 5), Code of Virginia §§2.2-4301, 2.2-4303, 33.1-12 (2) and 33.1-190

Driveways of Volunteer Fire Departments and Rescue Squads (Section 14.2.9), Code of Virginia §33.1-200.1

Dump Creating Fire Hazard to Public Bridge (Section 16.9.14), Code of Virginia §33.1-347

Entrances/Land Use, (Chapter 6, specifically, Sections 6.3, 6.5, and 6.6), Code of Virginia §§33.1-197 through 33.1-199, 24 VAC 30-20-80 (pending repeal)

Special Facilities (Chapter 15), Code of Virginia §§33.1-252 and 33.1-268

Fishing From Bridges (Section 16.9.1), Code of Virginia §33.1-207, 24VAC30-20-90

Garden Week (Section 11.6), Code of Virginia §33.1-12

Historical Markers (Section 11.7), Code of Virginia §§10.1-2202 (12), 24VAC30-150-2100

Illegal Signs on Right-of-Way (Section 11.8.2), Code of Virginia §33.1-373, 24VAC30-20-160

Inmate Labor (Chapter 9), Code of Virginia Code of Virginia §§53.1-56, 53.1-57, and 53.1-58

Junkyards, (Section 11.8), Code of Virginia Code of Virginia §33.1-348

Landfills (Section 11.5.5.2), Code of Virginia Code of Virginia §33.1-347

Litter Control and Disposal Operations (Section 11.5), Code of Virginia §§10.1-1424, 18.2-323, 18.2-324, and 33.1-346

Mail Boxes and Newspaper Boxes (Section 6.6.3), Code of Virginia §§ 33.1-12 and 33.1-206, 24VAC30-20-110

Miss Utility (Underground Utility Damage Prevention Act) (Section 6.1.1), Code of Virginia §56-265.14

Outdoor Advertising and Junkyards (Section 11.8), Code of Virginia §§33.1-348, 33.1-351 et seq.

Pesticides and Fertilizers (Section 11.4), Virginia Pesticide Control Act (Title 3.2, Chapter 39 of the Code of Virginia)

Posted Roads and Bridges (Sections 12.3.7, 12.8 and 16.9.3), Code of Virginia §46.2-1104

Primary System Overhead Crossing and Underpass (Section 10.3), Code of Virginia §56.368-1

Provision of Materials and Use of Equipment by Local Governments and School Boards (Sections 1.15 and 7.3.8), Code of Virginia §33.1-195

Railroads (Chapter 10), Code of Virginia §§56-405, 56-406.1, 56-406.2, and 56.368-1

Real Estate Signs on Right-of-Way and Collection Process (Sections 11.8.2.2 and 11.8.2.3), Code of Virginia §33.1-373

Rest Areas and Waysides/Picnic Areas (Sections 15.5 and 15.6), Code of Virginia §§33.1-12 (3) and 33.1-218, 24VAC30-50-10

Restricted Structures (Sections 16.9.2 and 16.9.3), Code of Virginia §§46.2-1104 and 46.2-1124 through 46.2-1127

Roads in State Institutions (Section 15.11), Code of Virginia §33.1-33

Roadway and Non-Roadway Lighting (Section 18.10), Code of Virginia §§15.2-2020 and 46.2-100

School Zone Signs (Section 18.1.4), Code of Virginia §46.2-873

Sledding Play Areas Designated by Local Governments (Section 14.2.12), Code of Virginia §46.2-1302

Snow Emergency Routes (Section 14.2.10), Code of Virginia §46.2-1302

Snow Removal of Institutional Roads (Section 14.2.14), Code of Virginia §33.1-33

Speed Limits (Section 18.1.5), Code of Virginia §46.2-878

Steel Plates (Section 18.11), Code of Virginia §33.1-223.2:14

Road and Street Name Signs (Section 18.1.2), Code of Virginia §33.1-69.01

Trash Containers (Section 11.5.5.3), 24VAC30-150-2160

Tree and Brush Management (Section 11.3), Code of Virginia §33.1-371.2

Maintenance Division Directives (July 30, 2009):

Land Development Related Quitclaims (MDD 6.02), Code of Virginia §§15.2-2265, 33.1-12 and 33.1-69

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-0783. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Maintenance Division Director, VDOT, 1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or e-mail at [Robert.Prezioso@vdot.virginia.gov](mailto:Robert.Prezioso@vdot.virginia.gov).

**Guidance Document:** Traffic Engineering Division Memoranda, issued 1967-present  
Interpret/implement: §33.1-12 (3) and (5), Code of Virginia, Classifying and Marking State Highways (24VAC30-520)

Copies of the Traffic Engineering Memoranda (1967- present), issued pursuant to authority set forth in Code of Virginia, §33.1-12 (3) and (5) and that deal with traffic control devices, along with related safety issues, may be viewed during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Electronic copies will be furnished upon request by contacting Mark Hodges at the same address, telephone (804) 786-2868 or Mansour Mahbanoozadeh at the same address, telephone (804) 786-7983.

Questions regarding interpretation or implementation of these documents may be directed to the State Traffic Engineer during regular work days from 8 a.m. until 4:30 p.m. at the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2965.

**Guidance Document:** Structure and Bridge Division Instructional and Informational Memorandum 27.6, Bridge Safety Inspections, Inventory and Inspection Requirements for Bridges and Large Culverts, issued January 2008  
Interprets/implements: §33.1-12, Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:  
<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM27.6.pdf>

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

**Guidance Document:** Structure and Bridge Division Instructional and Informational Memorandum 78, Bridge Safety Inspections QC/QA Program, Establishing Quality Control and Quality Assurance Procedures to Maintain a High Degree of Accuracy and Consistency in the Inspection Program, issued January 2008  
Interprets/implements: §33.1-12, Code of Virginia, 23 CFR Part 650 Subpart C

Copies of this document may be viewed during regular work days from 8:15 a.m. until 5 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting Cynthia Harney at the same address, telephone (804) 786-3161, or FAX (804) 786-2988. This document is also available online at:

<http://www.extranet.vdot.state.va.us/locdes/electronic%20pubs/Bridge%20Manuals/IIM/SBIIM78.pdf>

Questions regarding interpretation or implementation of this document may be directed to Anwar Ahmad at 1401 E. Broad St., Richmond, VA 23219, telephone (804) 786-2853 or FAX (804) 786-7787.

**Guidance Document:** Land Development Manual, Volumes I and II  
Interprets/implements: Minimum Standards of Entrances to State Highways (Code of Virginia §33.1-198 and 24VAC30-71) and the Subdivision Street Requirements (§§33.1-69 and 33.1-229 and 24VAC30-91)

**Guidance Document:** Traffic Impact Analysis Regulations Administrative Guidelines, revised July 2008 (available at <http://www.virginiadot.org/projects/chapter527/>)  
Interprets/implements: Traffic Impact Analysis Regulations (24VAC30-155)

**Guidance Document:** Guidance Document for the Commonwealth Transportation Board's Secondary Street Acceptance Requirements, March 2009 (available at [http://www.virginiadot.org/projects/resources/SSAR/2SSAR\\_GD.doc](http://www.virginiadot.org/projects/resources/SSAR/2SSAR_GD.doc))  
Interprets/implements: Secondary Street Acceptance Requirements (24 VAC 30-92)

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 4 p.m. in the office of the Virginia Department of Transportation, 1401 E. Broad St., Richmond, Virginia 23219. Mailing address: VDOT, 1401 E. Broad Street, Richmond, VA, 23219. One copy of any document or a combination of documents, up to five pages, may be obtained free of charge by contacting Bob Kardian at the same address, telephone (804) 786-0783. Additional copies and/or pages may be obtained at a cost of \$0.15 per page, checks made payable to the "Treasurer of Virginia."

Questions regarding interpretation or implementation of these documents may be directed to Mr. Robert E. Prezioso, P.E., Acting Maintenance Division Director, VDOT,

1401 E. Broad Street, Richmond, VA, 23219, telephone (804) 786-0816, or e-mail at [Robert.Prezioso@vdot.virginia.gov](mailto:Robert.Prezioso@vdot.virginia.gov).

**Guidance Documents:** VDOT General Notes for Subdivisions, revised May 2004, and Subdivision Checklist for Subdivisions in the Staunton District, revised May 2000  
Interpret/implement: Subdivision Street Requirements (24VAC30-91)

Copies of these documents may be viewed during regular work days from 8 a.m. until 4:30 p.m. in the office of the Virginia Department of Transportation, Staunton District Office, Rt. 11 Bypass/Commerce Rd., Staunton, VA 24401. Copies may be obtained free of charge by contacting Guy Tudor, Transportation Engineer, at the same address, telephone (540) 332-9120, or FAX (540) 332-9267.

Questions regarding interpretation or implementation of these documents may be directed to Guy Tudor at the same address, telephone, and FAX numbers given above.

## Public Affairs

**Guidance Document:** Virginia Official State Transportation Map Policy and Procedures, revised August 2005, no charge  
Interprets/implements: §33.1-36, Code of Virginia

**Guidance Document:** Statement on the Use of VDOT County Map Series Digital Files, revised October 2008, no charge  
Interprets/implements: §33.1-84, Code of Virginia

**Guidance Document:** Interagency Scenic Roads Map Advisory Committee Policy and Selection Criteria, revised September 2005;  
Interprets/implements: §33.1-62 et seq., Code of Virginia

Copies of these documents may be viewed during regular work days from 8:30 a.m. until 5 p.m. in the office of the Virginia Department of Transportation's Office of Public Affairs, located at 1401 E. Broad St., Richmond, VA 23219. Copies may be obtained free of charge by contacting the Cartography Manager at the same address, telephone (804) 371-6776, FAX (804) 371-6846, or e-mail [vdotmapfiles@vdot.virginia.gov](mailto:vdotmapfiles@vdot.virginia.gov).

Questions regarding interpretation or implementation of this document may be directed to the Cartography Manager.

## Policy

**Guidance Document:** Intellectual Property: a Handbook for Employees of the Virginia Department of Transportation, Fifth Edition, issued August 2006, no charge  
Interprets/implements: §2.2-2822, Code of Virginia

Copies of this document may be viewed during regular work days from 8 a.m. until 5 p.m. in the office of the Policy Division. Copies may be obtained free of charge by contacting the Policy Division Administrator, 1401 E. Broad St., Richmond, VA, 23219, telephone (804) 786-1830, or FAX (804) 225-4700. This document is also available via the internet at <http://vtrc.virginiadot.org/PubDetails.aspx?PubNo=07-R3>.

Questions regarding interpretation or implementation of this document may be directed to the Policy Division Administrator at the address, telephone number, or FAX number provided above.